



PROFESSIONAL DEVELOPMENT COMMITTEE AGENDA

12/12/2016 | 2:30-4:30PM | Rm. 2410

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Professional Development Committee

Members:

Chair: Greg Daubenmire/Howard Blumenfeld

A&H: Maureen O'Herin

CATSS: Ernie Jones/Robin Roy

MSEPS: Howard Blumenfeld,
Greg Daubenmire

BHAWK: Patricia Stokke

Stud.Serv.Faculty: Gabriela Discua,
Brian Owyong

CLASSIFIED: Tim Druley, Frances
DeNisco, Bill Eddy, Carolyn Scott,
Ana Del Aguila

PART-TIME FACULTY: TBA

Agenda Item

Presenter

1. GENERAL BUSINESS

1.1 Call to Order/Quorum	Chair	Chair
1.2 Review and Approval of Agenda	Chair	Chair
1.3 Review and Approval of Minutes	Chair	Chair

These minutes are written by Howard Blumenfeld (Co-Chair).

Absences from the meeting included Greg Daubenmire (Co-Chair), Bill Eddy, Ana Del Aguila, and Gabriela Discua.

Tim motioned to approve the minutes. Carolyn seconded the motion. All were in favor.

2. (Old Business)

a) Interactive Calendar & Social Media

A suggestion was made to send out link to the calendar (<http://www.laspositascollege.edu/staffdevelopment/smcalendar.php>) with emails concerning Variable FLEX events. The goal is that eventually Variable FLEX event presenters will input their events into the calendar directly and the campus will subscribe to events directly on the calendar so that Variable FLEX activity information is more organized and accessible. Faculty and staff were asked to encourage their counterparts at their next Division Meeting to make use of the calendar and to subscribe to it.

b) Variable FLEX Contract Form (Fall 2017-beyond)

The Variable FLEX contract form is still with the Faculty Association Executive Board and is pending further review. Stay tuned for updates next semester.

c) Flexible Calendar Activity Survey Teleform – need suggestions from committee to pass along to David Rodriguez

David went over the different levels of measurement for surveying session quality citing levels 1, 2, 3, and 4 from the

best practices document (see attached). The first two levels are the most immediate from the session. Levels 3 and 4 are more appropriate for year-end surveying. Level 1 is often referred to as the “smile sheet.”

David prompted the committee with what aspects of the PD activities would we like to evaluate? (Level 1 (session) – impact on morale, likelihood of using info, and promotes further participation. Level 2 (session) – Was it new? Was it applicable? Addresses work-related challenges? Level 3 (Year End) – On the job changes? Observed changes in colleagues? What is actionable and how much is manageable?) The committee was in agreement with his suggestion to implement Level 1 and 2 questions and leave Level 3 and 4 for a year-end comprehensive survey.

David showed example of 4 questions covering levels 1 and 2 and then a classification question. Please see the attached draft document. These surveys will be available in teleform form in time for Spring 2017 Mandatory FLEX Day. Presenters will be asked to survey the audience and then to turn those surveys in to Kelly Abad at the President’s office. The surveys will then be turned in to the IPR office for analysis.

The IPR office will run frequency distribution analyses on all four questions and then run analyses for each individual workshop on Question #3.

Our goal is that for the 2017-2018 AY we can survey all Variable FLEX and Mandatory FLEX events electronically. David was asked to look into this since the college currently does not have a paid Surveymonkey account. A committee member mentioned Surveygizmo which costs approximately \$300 per year with the educational discount. Surveygizmo allows for 5 accounts, but unlimited surveys and collection of data whereas Surveymonkey charges for every user. The IPR office currently uses google docs and forms. IPR was asked to look into grant funding to cover paid survey collection software that our committee could use for FLEX activity event analyses. One of the major challenges is who monitors all of these surveys.

- d) Revision of PDC and Formation of FLEX Committee (Tabled to Spring 2017)

No updates. The webmaster was asked to look into renaming the “staffdevelopment” web extension to “PDC” or something more germane to Professional Development.

- e) New Faculty Orientation Update (Tabled to next time)

3. (Informational Items) Presenter

- a) Flex Day for Spring 2017 is February 21 (not joint)
- b) Adjunct Professor Link (APL) Website

Howard met with Dr. Russell to discuss the potential implementation of APL for LPC. He advised that APL was more of a District Human Resources issue and that while we can promote its use, we cannot implement such a system here because it is not under the direct purview of the PDC.

4. (New Business)

- a) FLEX Day Scheduling for Sp’ 17

7:30 AM – 9:00 AM (Catered Continental Breakfast)

8:00 AM – 8:50 AM (Morning Breakout)

9:00 AM – 9:50 AM (Morning Keynote* - Ken O’Donnell)

10:00 AM – 10:50 AM (Morning Breakout)

11:00 AM – 11:50 AM (Morning Breakout)

10:00 AM – 11:50 AM (Two Hour Morning Session)

12:00 PM – 12:50 PM (Catered Lunch*)

1:00 PM – 1:50 PM (Afternoon Keynote - CORA)

2:00 PM – 2:50 PM (Afternoon Breakout)

3:00 PM – 3:50 PM (Afternoon Breakout)

2:00 PM – 3:50 PM (Two Hour Afternoon Session)

- b) Room Location of Morning Keynote Speaker (Ken O’Donnell) for Sp ’17 FLEX Day (three options)
 - i. Hold in Mertes Center from 9:00 AM – 9:50 AM
 - ii. Hold in Room 2420 from 9:00 AM – 9:50 AM
 - iii. Hold in Mertes Center from 8:45 AM – 9:35 AM

Suggestion: A committee member commented that it is better to have more people in a smaller room than a huge room with fewer people – the energy is better and people respond better.

With the other keynote being scheduled in 2420, it only makes sense to hold the morning keynote in the same location. There is also past survey data to support this decision, as the amount of time it takes to travel between Mertes and the 2400 building often exceeds 10 minutes. If the morning keynote is indeed held in Mertes, then people may have to leave early to make it to the 10 am talk on time. Likewise, people coming from the 8:00 AM session may need leniency if they arrive to the keynote session late because again, it will likely take more than 10 minutes of travel time for them to get from their morning talk to the opening keynote.

- c) Catered breakfast & lunch for FLEX Day –

The majority of the committee felt that Room 2401 would be an appropriate logical choice for breakfast and lunch due to its convenient location to the remainder of the sessions. Room 1726 was suggested as a possible location for lunch if the weather is favorable.

- d) Grant Centralization & Professional Development Committee Fund (Object Code 5220) – website

The new Grant centralization website was shared with the committee. Information about several grants is posted there and available to the public for viewing. Work on finding sources of Professional Development funding on campus is ongoing.

- e) State BCP (Budget Change Proposal) concerning Professional Development

The budget for conferences for the PDC is around \$3500 annually. This number has been decreased over the years due to budget cuts. When financial requests exceed what is in the budget, funds are solicited from the co-curricular account. More information is desired by the committee about how PD is funded on campus (both process and allocation).

The Object Code for PD is 5220. Our committee desires an increase in funding for conferences from the current level of \$250 per faculty.

- f) Current Professional Development Committee Funding Level

See notes above in item (e).

- g) Approval of Mandatory FLEX Day Proposals (Note: Requestors were made aware of the time blocks after their submission and consented to them either verbally or in writing, so some of the information in the form may not accurately reflect their understanding with the schedule).

- i. Blumenfeld (1)
- ii. Blumenfeld (2)
- iii. DeNisco
- iv. Erickson
- v. Hui
- vi. Inzerilla
- vii. Korber
- viii. Kutil (1)
- ix. Kutil (2)
- x. Lish
- xi. McGurk
- xii. Nash
- xiii. Ruys
- xiv. Samra
- xv. Steffan
- xvi. Turner
- xvii. Ulrich (1)
- xviii. Ulrich (2)
- xix. Vigallon (1)
- xx. Vigallon (2)

All proposals were approved.

- h) Approval of Conference Proposals

- i. Paul Sapsford - ***approved***
- ii. Michal Shuldman - ***approved***
- iii. Bhairav Singh – ***approved pending review by Greg (conference paperwork appears to have been submitted following the conference)***

- i) Update on “Working Together,” TTT (Teachers Teaching Teachers), and Campus Change Network (CCN)

Howard updated the PDC about upcoming seminars for “Working Together,” the redevelopment of Teachers Teaching Teachers (to

be reformed into “The Teaching Institute”), and the redevelopment of the Campus Change Network (CCN). We hope that all groups will liaison in some way with the PDC.

- j) Spring 2017 liaison with Basic Skills Professional Development Coordinator

It was recently announced that Elena Cole will be the new Basic Skills Professional Development Coordinator and she will work with Howard to develop agendas and plans for the PDC that reflect her area of responsibility.

5. Good of the Order

6. Adjournment:

The meeting was adjourned at approximately 4:05 PM.

Next Regular Meeting: February 13, 2017

Room 2410

Meeting Dates: 15-16 Academic Year

~~September 12, 2016~~

~~October 10, 2016~~

~~November 14, 2016~~

~~December 12, 2016~~

February 13, 2017

March 13, 2017

April 10, 2017

May 8, 2017

First Meeting Date: 17-18 Academic Year

September 11, 2017